

APPENDIX XII

BANK INDONESIA CIRCULAR LETTER

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ON

OPERATION OF REAL TIME FUND SETTLEMENTS

THROUGH BANK INDONESIA-REAL TIME GROSS SETTLEMENT SYSTEM

**TECHNICAL GUIDELINE FOR GUEST BANK FACILITY USAGE FOR SISTEM  
BI-RTGS PARTICIPANTS**

Guest Bank Facility is provided by the Operator for a Participant, which experiences any Unforeseeable Condition/Emergency Condition and not able to use RPP application, either main RPP or backup RPP, to conduct Sistem BI-RTGS operational activities. Guest Bank Facility is provided at the Operator's office and KPwDN location, where a Participant has their headquarter.

Guest Bank Facility at the Operator may be used by applying 4 (four) methods, namely Shared RPG, Stand-alone RPG, Stand-alone RSTPG, and Own RPP according to Participant's conditions and needs, and Guest Bank Facility at KPwDN location may only be used by applying Shared RPG method. The technical guideline for Guest Bank Facility usage is specified as follows:

1. Shared RPG
  - a. Shared RPG is a service method of Guest Bank Facility provided by the Operator to a Participant with one RPG application installed on one infrastructure and configured to be used at the same time by more than one Participant.

- b. A Participant using the Guest Bank Facility service by this method uses Fund Transfer instruction source document in the form of notes and/or electronic document in the form of transaction file in SWIFT MT format as the basis for manual and/or semi-automatic transaction delivery.
- c. The Operator grants non-Connected User to a Participant to record single credit transactions.
- d. Participants shall use their respective Connected Users to access RPG application for Guest Bank Facility and connect as well as send transactions to Sistem BI-RTGS.
- e. Procedures for Guest Bank Facility usage by Shared RPG
  - 1) Preparation by Participant:
    - a) bring their Connected User and Digital Certificate Hard Token;
    - b) prepare the officer to record data, send transaction data to RCN, and any other officers authorized in the operation of Guest Bank Facility; and
    - c) bring transaction data in the form of notes and/or electronic documents in the form of transaction files in SWIFT MT format as specified by the Operator.
  - 2) Participant's Operational Activities Use Guest Bank Facility by Shared RPG
    - a) The Operator grants non-Connected User to a Participant to record single credit transaction for Fund Transfer.
    - b) A Participant conducts the following activities:
      - (1) login to RPG application in Guest Bank Facility server by using Connected User;

- (2) reconcile transaction data after successful login to RCN;
- (3) record transaction data manually or by auto-import mechanism;
- (4) if transaction delivery uses electronic data, bring electronic transaction data existing in external media;
- (5) if transaction delivery uses bookkeeping notes, input transactions by using non-Connected User and password given by the Operator; and
- (6) send transaction to RCN by using Connected User and Digital Certificate Hard Token of each Participant.

2. Stand-alone RPG

- a. Stand-alone RPG is a Guest Bank Facility service method provided by the Operator by one RPG application installed on one infrastructure to be used by one Participant.
- b. A Participant using Guest Bank Facility service with this method uses their RPG application backup restore database mechanism to restore database on Guest Bank Facility RPG application as well as transaction source document in the form of notes and/or electronic document in the form of transaction file in SWIFT MT format as transaction delivery basis.
- c. A Participant prepares their Connected User, Digital Certificate Hard Token, and non-Connected User to access Guest Bank Facility RPG application and connect as well as send transaction to RCN by using their own user.
- d. Procedures for Guest Bank Facility usage by Stand-alone RPG:
  - 1) Preparation by Participant:
    - a) bring Connected User, Digital Certificate Hard Token, and non-Connected User;

- b) prepare the officer to record data, send transaction data to RCN, and any other officers authorized in the operation of Guest Bank Facility;
  - c) bring transaction data in the form of notes and/or electronic documents in the form of transaction files in SWIFT MT format as transaction delivery basis; and
  - d) prepare RPP backup file database.
- 2) Participant's Operational Activities Use Guest Bank Facility by Stand-alone RPG
- a) restore RTGS database in Guest Bank Facility server;
  - b) configure Tomcat Web Server in Guest Bank Facility server;
  - c) activate RPP application;
  - d) reconcile transaction data after successful login to RCN;
  - e) conduct transaction settlement operation at Guest Bank Facility location in Bank Indonesia; and
  - f) after operational activities complete, Participant stop Tomcat Web Server application existing on the desktop.
- 3) Participant's Activities in Guest Bank Facility RPP Server after Using Guest Bank Facility
- a) backup RTGS database;
  - b) delete configuration file;
  - c) copy file from Guest Bank Facility server to external media;
  - d) delete directory in Guest Bank Facility server; and
  - e) drop RTGS database in Guest Bank server.
- 4) Participant's Activities in Participant's RPP Server after Using Guest Bank Facility

- a) restore/import RTGS database in Participant's server; and
- b) start RPP Tomcat Web Server application at the Participant.

3. Stand-alone RSTPG

- a. Stand-alone RSTPG is Guest Bank Facility service method provided by the Operator by one RSTPG application installed in one infrastructure to be used by one Participant.
- b. A Participant using Guest Bank Facility service by this method makes single credit transaction with transaction file in SWIFT MT format to be sent through STPG application configured with Connected User provided by the Operator and assigned to represent the Participant.
- c. Procedures for Guest Bank Facility use by Stand-alone RSTPG:
  - 1) Preparation by Participant:
    - a) bring Connected User STPG, password, and Digital Certificate Soft Token for RSTPG;
    - b) prepare the officer to record data, send transaction data to RCN, and any other officers authorized in the operation of Guest Bank Facility;
    - c) bring transaction file in SWIFT MT format.
  - 2) Participant's Operational Activities Use Guest Bank Facility by Stand-alone RSTPG  
  
A Participant conducts the following activities:
    - a) configure RSTPG application;
    - b) start RSTPG application on the desktop;
    - c) send transaction data to RCN through RSTPG application;
    - d) after operational activities complete, Participant stop RSTPG application on the desktop; and

- e) delete file in Guest Bank Facility RSTPG server.

4. Own RPP

- a. Own RPP is Guest Bank Facility service method provided by the Operator in the form of access to the system at the Operator by using RPP application installed on Participant's infrastructure brought to Guest Bank Facility.
- b. A Participant using Guest Bank Facility service with this method brings RPP application and server used at own Guest Bank Facility location as well as Fund Transfer transaction source document in the form of notes and/or electronic document in the form of transaction file in SWIFT MT format as transaction delivery basis.
- c. A Participant uses Connected User and non-Connected User to access own RPG application used at the Operator's location and connect to the Operator's Sistem BI-RTGS.
- d. Procedures for Guest Bank Facility usage by Own RPP:
  - 1) Preparation by Participant
    - a) If a Participant uses RPG:
      - (1) bring Connected User, Digital Certificate Hard Token, and non-Connected User;
      - (2) prepare the officer to record data, send transaction data to RCN, and any other officers authorized in the operation of Guest Bank Facility;
      - (3) bring transaction data in the form of notes and/or electronic documents in the form of transaction files in SWIFT MT format as transaction delivery basis.
    - b) If a Participant uses RSTPG:

- (1) bring Connected User STPG, password, and Digital Certificate Soft Token for RSTPG;
  - (2) prepare the officer to record data, send transaction data to RCN, and any other officers authorized in the operation of Guest Bank Facility;
  - (3) bring transaction files in SWIFT MT format.
- c) A Participant stops Tomcat Web Server application existing on the desktop for their preparation; and
- d) configure Tomcat Web Server at Sistem BI-RTGS.
- 2) Participant's Operational Activities Use Guest Bank Facility by Own RPP
  - a) start Tomcat Web Server application on the desktop;
  - b) login to RPG application in Guest Bank Facility server by using Connected User;
  - c) reconcile transaction data after successful login to RCN;
  - d) conduct operational activities at guest bank location of Bank Indonesia; and
  - e) after operational activities complete, Participant stop Tomcat Web Server application on the desktop.
- 3) Participant's Activities in RPP Server after Using Guest Bank Facility

A Participant conducts the following activities:

  - a) configure the IP Address of RPP server; and
  - b) start Tomcat Web Server application on their desktop.

BANK INDONESIA, *(countersigned)*

*(signed)*

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